

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
ADAIR COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period
July 1, 2008 Through June 30, 2009**



**CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS
www.auditor.ky.gov**

**209 ST. CLAIR STREET
FRANKFORT, KY 40601-1817
TELEPHONE (502) 564-5841
FACSIMILE (502) 564-2912**



CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

Independent Accountant's Report

Jonathan Miller, Secretary, Finance and Administration Cabinet
The Honorable William M. Feese, Jr.
Adair County Property Valuation Administrator
Columbia, Kentucky 42728

We have performed the procedures enumerated below, which were agreed to by the Adair County Property Valuation Administrator (PVA), solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2008 through June 30, 2009. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Adair County PVA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipts ledger, a disbursements ledger, and reconciles bank records to books each month. Re-perform the year-end bank reconciliation (June 30, 2009), for all bank accounts, to determine if amounts are accurate.

Finding - The PVA maintains a receipt ledger, a disbursement ledger, and reconciles bank records to book each month. Auditor re-performed the year-end bank reconciliation for the fiscal year ending June 30, 2009 and determined the amounts are accurate.

2. Procedure -

Confirm any and all payments by the city to the PVA. Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding - Recorded city receipts agree to confirmed payment amounts obtained from city governments. The list of city receipts appear to be complete.



Jonathan Miller, Secretary, Finance and Administration Cabinet
The Honorable William M. Feese, Jr.
Adair County Property Valuation Administrator
(Continued)

3. Procedure -

Confirm any and all payments made by the fiscal court to the PVA. Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding - The budgeted statutory contribution by fiscal court agreed to the legally required amounts calculated by the Department of Revenue for fiscal year ended June 30, 2009. The payments from fiscal court traced to the PVA's receipts ledger.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the expenditure is for official business. Review all credit card statements (if any) to determine if expenditures are for official business.

Finding - Disbursements tested agreed with cancelled checks and paid invoices and appeared to be for official business. The PVA does not have any credit cards.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding - Per inquiry and observation, it appears the PVA did not have any capital outlay disbursements.

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding - Auditor reviewed the copier maintenance contract and compared to actual payments. It appears that the expenditure was appropriate, for official business, and properly authorized.

7. Procedure -

Compare PVA's final budget to actual expenditures to determine if PVA overspent in any account series.

Finding - For Fiscal Year Ended June 30, 2009, the PVA did not overspend in any account series.

Jonathan Miller, Secretary, Finance and Administration Cabinet
The Honorable William M. Feese, Jr.
Adair County Property Valuation Administrator
(Continued)

8. Procedure -

Determine whether collateral is necessary for the PVA's funds. If necessary determine if a collateral agreement exists.

Finding - Collateral for the PVA's funds was not necessary.

9. Procedure -

Determine whether timesheets are completed, maintained, approved, and support hours worked.

Finding - Timesheets were completed, maintained, approved, and supported hours worked.

10. Procedure -

Determine whether cash balances were properly transferred from former PVA to new PVA.

Finding - PVA is not leaving office; therefore, this step is not applicable.

11. Procedure -

For newly hired employees, during July 1, 2008 through June 30, 2009, of the PVA office determine if the Ethics Certification Form has been completed and is on file.

Finding - There were no newly hired employees during July 1, 2008 through June 30, 2009.

12. Procedure -

Determine if the PVA's office was closed any day other than the state's approved holidays. If so, determine if the proper procedures and forms were completed.

Finding - The PVA's office was closed for days other than the state's approved holidays. The PVA completed the proper forms and followed the proper procedures.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Jonathan Miller, Secretary, Finance and Administration Cabinet
The Honorable William M. Feese, Jr.
Adair County Property Valuation Administrator
(Continued)

This report is intended solely for the information and use of the Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen
Auditor of Public Accounts

May 17, 2010